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U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
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IMHW-ZA

SEP 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison, Hawaii (USAG-HI) Temporary Policy Letter #03
(UPDATE 3) Visitor Access Restriction to Prevent the Spread of COVID-19

1. Applicability. This policy applies to all personnel accessing or attempting to access a USAG-HI Installation, to include Soldiers and their Family Members, Army Civilians (Appropriated and Non-appropriated), Contractors, Vendors, visiting outside service providers and agencies, and civilians. This updated policy remains in effect until rescinded or amended, and replaces the previous policy dated 30 March 2020.

2. References:

- a. AR 190-13, The Army Physical Security Program, 27 June 2019.
- b. U.S. Centers for Disease Control (CDC) Infectious Disease Prevention.
- c. FRAGO 16 to HQDA EXORD 144-20, Army Wide Preparedness and Response to Coronavirus Outbreak, DTG: 280051Z Mar 20.
- d. DoD Policy Guidance for Identification Card Operations for COVID-19, 07 Apr 20.
- e. DoD Under Secretary Exception to Policy Allowing the Temporary Acceptance of Expired Department of Defense Credentials during the COVID-19 National Emergency, 16 April 2020.
- f. DoD Under Secretary Policy Guidance Extension for Identification Card Operations for COVID-19, 08 September 2020.

3. In order to support the on-going local, state, and federal efforts to combat COVID-19, U.S. Army Garrison, Hawaii (USAG-HI) is implementing temporary restrictions on visitor access to all USAG-HI installations. The intent of this temporary policy is to promote social distancing and protect Service Members, Families, Civilians, and the community.

4. This policy will not restrict USAG-HI installation access to Department of Defense (DoD) essential services or mission essential personnel:

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a. There will be no impact or restriction to personnel possessing a valid DoD identification card. This includes CAC Card, Military ID Card, Contractor Access Cards (long-term contractors and others), Retiree ID Card, Veteran's Health Identification Card, and Family Member ID Card.

b. There will also be no impact to authorized state and federal agencies conducting official business on USAG-HI installations.

c. In accordance with DoD guidance (reference f), the option of using expired Common Access Cards (CAC) for physical access to military installations ends effective 30 September 2020. In addition, CAC-Identification (ID) certificates will not be extended past 30 September 2020. All CAC holders who have an expired CAC will need to report to the nearest identification card issuing facility as soon as possible to obtain a new CAC and certificates.

d. In accordance with DoD guidance, all Uniformed Services ID cards (such as those issued to dependents or retirees) with a printed expiration date on or after January 01 2020 may be used for installation access until 30 March 2021 or until new guidance is published.

e. Current, non-expired Controlled Access Passes (CAP) are not affected by this policy and remain valid. Expired CAPs must be renewed at the Visitor Control Center (VCC).

5. Effective 06 August 2020, non-essential visitor access to USAG-HI installations (as defined below) will be restricted. This includes the following restrictions:

a. Visitors that do not possess a valid DoD identification card will not be granted a visitor pass. This includes civilian personnel visiting permanent party residents (ex: visiting family members) and civilian personnel coming to USAG-HI installations to participate in recreational activities (such as bowling or hiking).

b. All escorted access of visitors (as defined by AR 190-13, paragraph 8-7) is suspended. This means that uniformed Service members and spouses, DoD employees, CAC-holding contractors, retired Service Members and spouses, and retired civilian personnel are no longer authorized to escort visitors onto the installation.

c. The Trusted Traveler Program (as defined by AR 190-13, paragraph 8-8) remains suspended. This means that valid DoD identification card holders cannot "vouch" for individuals in their vehicles without those individuals also possessing a valid DoD identification card.

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- d. All non-essential businesses will not be granted visitor passes.
6. Authorized Childcare. Authorized childcare is considered mission-essential and caregivers will be issued temporary and long-term visitor passes. Authorized childcare includes child caregivers, education providers, babysitters, nannies, or au pairs. Authorized childcare providers must comply with the following requirements:
- a. All DoD Service Members and DA Civilians must fill out the Visitor Access Request Form (enclosure 2) and have it signed by their company commander or equivalent supervisor. The childcare provider must present a signed copy to the Visitor Control Center or Vehicle Processing Center in order to be issued a pass.
 - b. Caregivers coming from out of state (ex: parents coming to the island to assist with the birth of a child) must follow the visitor procedures listed in paragraph 7 of this policy.
 - c. DoD Service Members and DA Civilians found to be abusing this provision of the Visitor Restriction Policy may be subject to disciplinary action (to include UCMJ and/or legal action).
7. Out-of-State Caregivers. DoD Service Members and Civilians residing in an on-post residence are authorized to have out-of-state family members fly in to support the birth of a child or to provide authorized care to DoD dependents. Given the recent increase in COVID-19 cases and state-mandated restrictions in the state of Hawaii, USAG-HI is taking additional steps to monitor and enforce the 14-day restriction of movement (ROM) for authorized visitors. Failure to comply with these instructions may result in disciplinary action (to include UCMJ and/or legal action).
- a. The number of family members flying in to provide childcare or to support the birth of a child should be kept to the fewest number possible for the safety and well-being of everyone. Unless exceptional circumstances exist, visiting family should be limited to one or two individuals. Visitor passes will not be granted to large groups of family members flying into the state. Children under the age of 18 will not be considered authorized childcare providers and will not be issued visitor passes.
 - b. Family members must be approved by the Sponsor's company commander (or equivalent supervisor for DA Civilians). It is the responsibility of the commander/supervisor to verify that the visiting person(s) are immediate family members of the Sponsor and are coming to the state to provide authorized childcare.
 - c. The Sponsor's commander/supervisor will verify the information regarding the visitor, dates of travel, sponsor, and place of residence, and sign the Visitor Access

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Request Form (enclosure 2). The commander/supervisor will counsel the sponsor to ensure that they are aware of all policies, procedures, regulations, and restrictions regarding visiting family members.

d. Visitors must comply with all local, state, and federal proclamations regarding COVID-19 restrictions, to include any mandatory restriction of movement related to travel. Visitors found to be in violation of local or state orders will have their visitor pass revoked, will be denied access to USAG-HI installations, and are subject to any civil or criminal penalties imposed by the appropriate authority. The Directorate of Emergency Services (DES) will report any violations of COVID-19 restrictions or orders to the appropriate civilian authority.

e. Sponsors are responsible for ensuring that their guest(s) comply with all local, state, and federal COVID-19 restrictions, to include mandatory restriction of movement. If a sponsored visitor is found to be in violation of any COVID-19 restrictions, the Sponsor may be subject to appropriate disciplinary, legal, or UCMJ action.

f. Installation Pass Procedures for Out-of-State Caregivers.

(1) The Sponsor must fill out and sign the Visitor Access Request Form (enclosure 2) and obtain a signature from their commander/supervisor. The form should then be emailed to usarmy.hawaii.visitors@mail.mil for DES signature.

(2) Once the form is returned, the Sponsor should then obtain an extended visitor pass at the Visitor Control Center (VCC) at Bldg. 6508, Leilehua Golf Course prior to the visitor's arrival. To obtain an extended visitor pass, the Sponsor must bring their signed Visitor Access Request Form, copies of the visitor's identification (such as a passport or state-issued ID card), and copies of the visitor's travel information (airline ticket). The Sponsor should also bring their DoD ID card. The VCC will conduct standard background checks prior to issuing any visitor pass.

(3) The extended visitor pass issued to the Sponsor will include information on the travel dates and any applicable mandatory restriction of movement dates of the visitor (in compliance with local and state orders).

(4) Upon arrival, the Sponsor will escort the family member to their place of residence to begin observing any mandated restriction of movement. While visiting USAG-HI installations, the visitor will keep a copy of the signed visitor memorandum with their pass and present it upon demand at any installation access control point or at the request of law enforcement.

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8. Exceptions. These new restrictions do not apply to visitors providing essential services. DES will approve exceptions to this policy on a case-by-case basis. Persons seeking an exception to this policy may be required to provide adequate documentation to support their request. Generally, approved exceptions to the visitor restrictions include (but are not limited to):

- a. Authorized childcare as explained in paragraphs 6 and 7.
- b. Elder caregivers. This includes personnel that do not have a DoD ID card and assist elderly retirees to obtain access to essential services (such as medical care or commissary).
- c. Food delivery and commercial package delivery.
- d. Commercial truck movements of logistics.
- e. Contracts related to life, health, and safety or approved with coordination with the Regional Contracting Office. Contractors and sub-contractors should ensure they have adequate documentation for their contract or work order.
- f. Personnel entering post upon invite by Civilian Personnel Advisory Center (CPAC) to in-process as new employees.
- g. City buses (as they continue to run).
- h. VA Eligible patrons.
- i. Postal Services.
- j. Personal medical services (such as in-home nurses, nursing specialists, etc.).
- k. Personnel (such as a relative) driving essential workers on the installation are authorized temporary visitor passes for the purposes of dropping off and picking up the employee. Only one temporary visitor pass will be issued per vehicle; any other non-essential visitors (besides the driver) will be denied entry.
- l. Personnel supporting courts-martial (to include Article 39a hearings and Art. 32 hearings) and administrative boards (to include officer elimination boards, enlisted administrative separation boards, and flying evaluation boards). These personnel

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include witnesses, appointed experts, civilian defense counsel, and individuals attending in support of an accused Soldier, victim, or other authorized attendee requiring assistance.

9. To request an exception to this policy, individuals must fill out the Visitor Access Request form (enclosure 2) and send it to usarmy.hawaii.visitors@mail.mil.

10. The intent of this policy is not to force existing visitors out who have been affected by shelter-in-place orders. Visitors staying with on-post residents who arrived before 06 August 2020 are authorized to obtain a Controlled Access Pass (CAP) at the Visitor Control Center (Bldg. 6508, Leilehua Golf Course). If a visitor arrived after 06 August 2020 due to circumstances beyond their control, an exception to policy must be requested through DES (email a Visitor Access Request form to usarmy.hawaii.visitors@mail.mil). All long-term visitors of on-post residents should still register with Island Palm Communities (IPC) in accordance with their policies.

11. The USAG-HI Commander and/or DES retains the right to refuse to issue a visitor pass for any reason.

12. The point of contact for this memorandum is the USAG-HI Directorate of Emergency Services. Questions regarding this policy should be directed to usarmy.hawaii.visitors@mail.mil.

2 Encls

1. Public Information Sheet
2. Visitor Access Request Form


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COL, LG
Commanding

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